



# EMPLOYMENT OPPORTUNITY

1. RPA #	<b>4251-GCC</b>
ANALYST'S INITIALS	<b>AL</b>
DATE	<b>8-26-2008</b>

**YOU MUST BE A PERMANENT OR PROBATIONARY STATE EMPLOYEE, A FORMER PERMANENT OR PROBATIONARY EMPLOYEE OR ON AN EMPLOYMENT LIST FOR THIS CLASSIFICATION IN ORDER TO APPLY FOR THIS POSITION.**

CLASS TITLE <b>Associate Management Auditor/ Staff Services Management Auditor</b>	POSITION NUMBER <b>293-500-4159-002</b>	TENURE <b>Permanent</b>	TIME BASE <b>Full Time</b>	CBID <b>R01</b>	
OFFICE OF <b>CA Gambling Control Commission</b>	LOCATION OF POSITION (CITY or COUNTY) <b>SACRAMENTO</b>			MONTHLY SALARY <b>\$4619</b> <b>to</b> <b>\$5897</b>  <b>\$3106</b> <b>to</b> <b>\$4903</b>	
SEND APPLICATION TO:  CA Gambling Control Commission 2399 Gateway Oaks Drive, Suite 220 Sacramento, CA 95833  <b>Attn: Alaina Lutz</b>	REPORTING LOCATION OF POSITION <b>2399 Gateway Oaks Drive, Suite 220</b>				
	SHIFT AND WORKING HOURS <b>DAYS - 8:00 am to 5:00 pm</b>				
	WORKING DAYS, SCHEDULED DAYS OFF <b>MONDAY through FRIDAY, DAYS OFF: SAT/SUN</b>				
	PUBLIC PHONE NUMBER <b>(916) 263-0700</b>	PUBLIC PHONE NUMBER			
	SUPERVISED BY AND CLASS TITLE <b>Karen Cotton, Staff Services Manager II</b>			FILE BY <b>9-12-2008 or Until filled</b>	

The California Gambling Control Commission (Commission) is a newer agency undergoing substantial growth. The Commission's primary responsibility is to regulate gambling activities within the state. Employment with the Commission offers an opportunity to participate in significant current matters. We are a diverse and talented organization seeking qualified candidates to meet the new challenges.

## LOCATION/PARKING:

The Commission is located off of West El Camino Ave. in South Natomas in a newer business park with new office facilities. **PARKING is FREE\*\*.**

## JOB DESCRIPTION:

Within the Minimum Internal Control Standards (MICS) Unit of the Compliance Division, and under the direct supervision of a Staff Services Manager I (SSMI), the Associate Management Auditor (AMA) will assist in the development and implementation of MICS Review Team policies and procedures. The AMA will conduct on-site MICS reviews of Tribal casinos to determine if procedural and financial requirements for Class III gaming are being met or exceeded and report findings and recommendations to the Commission. The AMA will develop audit work plans and timetables for the on-site review program; develop audit procedures; request and review MICS Review information for "agreed upon procedures" in accordance with generally accepted auditing standards; determine if the information is complete; communicate preliminary audit findings to tribal representatives; provide an action plan to correct the deficiencies and prepare staff recommendations; develop reports and proposed recommendations of operational and financial MICS Review staff findings for executive management review; brief executive staff; follow-up with responses to any questions from the Commissioners regarding staff reports; work with field representatives on the identified trends between the procedural, operational and financial reports; maintain the program data based on approved revisions and changes; and update procedures to reflect changes in the program criteria and outcomes that impact the analysis and review of the operational and functional information.

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### **SPECIAL PERSONAL CHARACTERISTICS:**

- auditing and accounting background, education, and experience
- experience in developing audit programs and procedures
- good communication and interpersonal skills
- ability to manage multiple priorities/projects
- ability to establish and maintain effective working relationships
- ability to take initiative to work with others to collaboratively resolve problems
- experience with Microsoft Excel and Word
- willingness to frequently travel out of town overnight

### **WORK ENVIRONMENT, PHYSICAL, OR MENTAL ABILITIES:**

MICS review activities will take place at headquarters and requires frequent out-of-town overnight travel to Indian casinos on sovereign land. Some review procedures may require availability during irregular hours. The use of a computer, telephone, copier and fax machine is essential to the duties of this position. The position requires travel to locations accessible only by vehicle and working in smoking environment.

### **SELECTION CRITERIA:**

Current State employees with status in the above classification or individuals eligible for appointment (SROA or surplus, list eligibility, transfers, reinstatements) to those classes may apply. **\*\*CANDIDATES WHOSE ELIGIBILITY IS BASED ON AN EMPLOYMENT LIST MUST SUBMIT A COPY OF THEIR EXAMINATION RESULTS, INDICATING THEIR TEST SCORE.\*\*** All interested applicants must submit a standard State Application Form STD 678 (with original signature), and must clearly indicate the basis of their eligibility in line item number 12 (explanation) of the STD 678. Appointment is subject to SROA and State surplus policies. Surplus candidates must submit copy of surplus status letter. Will consider Training and Development assignment.

### **FINGERPRINTING:**

Applicants will be fingerprinted for the purpose of obtaining a criminal records check.